



## CITY OF GLENWOOD SPRINGS

### FT RECYCLING TECHNICIAN

**JOB CODE:** 3720  
**GRADE:** 20

**PUBLIC WORKS - LANDFILL**  
**REVISED: 06/10/2020**

#### **POSITION SUMMARY:**

This position performs clerical and semi-skilled physical tasks in the operation of the recycling drop-off center and the landfill. Inspects loads of recycling and trash to determine unacceptable items and proper recycling. Works with customers, maintains a clean and orderly facility, organizes loads for transport, calculates and collects fees at landfill, and keeps records. Works under the general supervision of the South Canyon Landfill Superintendent and assists the Recycling Center Coordinator.

**POSITION REPORTS TO:** Landfill Superintendent

**DIRECT REPORTS ASSIGNED:** 0

**JOB LOCATION:** South Canyon Landfill, 1205 CO Hwy 134, Glenwood Springs, CO 81601

**FLSA STATUS:** Non-Exempt

**CATEGORY:** Full-time

**HOURS:** 40 hours per week or as directed by supervisor

#### **ESSENTIAL FUNCTIONS:**

1. Opens and closes recycling facility, keeps the facility free of debris and picks up the facility at the end of the day.
2. Helps customers unload vehicles, performs public education by giving tours and providing recycling literature and information.
3. Maintains equipment to ensure it is in good working order; monitors activities to assure proper usage of the facility and the property surrounding it.
4. Abides by City's safety regulations and works closely with hauler(s) to arrange container pick up.
5. Assists with landscape maintenance around recycling center, including picking up loose trash.
6. Inspects loads at the working face of the landfill to ensure no illegal items, unacceptable and/or hazardous items are being dumped.
7. Performs snow and ice removal at the facility as needed using the equipment provided.
8. May overlap and cover duties of Landfill Accounting Tech and Equipment Operator on occasion to instruct patrons about landfill regulations and procedures, assesses load content, calculate and collects fees, and to fill out fee tickets and direct customers to dumping area.
9. Removes acid cell batteries from loads, and identifies items currently being recycled.
10. May open and close the Landfill according to schedule.

**OTHER DUTIES:** The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **CORE COMPETENCIES:**

- Ability to deal with customers and employees of other departments in a professional and cooperative manner.
- Will be working around cars, trucks, and traffic at the Landfill and must be safety oriented.
- Self-starter, with the ability to work independently without close supervision.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to complete shipping documents.
- Willing to perform work that is regularly exposed to outside weather conditions and is occasionally exposed to moving mechanical parts.
- Able to occasionally be exposed to fumes or airborne particles, household hazardous waste materials and vibration; the noise level in the work environment is usually moderate.

### **RESIDENCY REQUIREMENTS:**

Must live within 50 miles from the intersection of Grand Avenue and 8th Street. Total travel time cannot exceed 60 minutes at posted driving speeds.

### **EDUCATION, TRAINING & CERTIFICATIONS**

#### **NECESSARY:**

- High school diploma or GED required or relevant combination of skills, education, and experience.
- Basic computer skills also required, including typing and data entry.

#### **DESIRED:**

- Experience in customer service
- Experience using a cash drawer

### **NECESSARY PHYSICAL REQUIREMENTS:**

Lifting:	20 pounds	50 pounds occasionally
Carrying:	20 pounds	50 pounds occasionally
Pushing/Pulling:	20 pounds	50 pounds occasionally
Driving:		occasionally
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		occasionally
Kneeling:		occasionally
Crawling:		N/A
Climbing Stairs:		occasionally
Standing/Walking:		frequently
Climbing Ladders:		occasionally
Reaching above/below/at shoulder level:		frequently

**I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**